

**STATE BOARD OF EXAMINERS FOR
SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY**

Mailing address - documentation only
1100 West 49th Street
Austin, Texas 78756-3183
Phone: (512) 834-6627
Fax: (512) 834-6786
E-mail: speech@tdh.state.tx.us

Physical Address
Mail not delivered to this address
8407 Wall Street, S-420
Austin, Texas 78754

Mailing address - documentation
accompanied by a fee (include budget
and fund as noted above)
P.O. Box 12197
Capitol Station
Austin, Texas 78711-2197

**Information Relating to
CONTINUING EDUCATION AND CE LOG FORM**

RENEWAL NOTICE: The Renewal Form is mailed 45 days prior to expiration of the license. **Texas Occupations Code, §401.355 (the Act or law) states that renewal of a license is contingent on the licensee meeting mandatory continuing education requirements established by the Board.** Refer to Board Rules effective 12/24/00, §741.161 relating to Renewal Procedures and to §741.162 relating to Requirements for Continuing Professional Education for additional information.

CONTINUING EDUCATION HOURS REQUIRED: Each licensee must earn 10 hours (1 CEU) of approved continuing education credit annually; dual licensees are required to earn 15 hours (1.5 CEU's) annually. If a dual licensee wishes to renew only one license, 10 hours must be earned. The holder of an initial license will be required to earn continuing education to renew the license; the number of hours required is prorated based upon the number of months for which the initial license was approved. Under §741.161(d), **any continuing education hours earned before the original effective date of a license being renewed are not acceptable nor will the hours accrue under §741.162(j) and (k).** (Note: Any hours earned during the period of time an intern license was held may not be used to meet the continuing education requirement to renew a speech-language pathology or audiology license once issued.) A licensee who does not have the required number of continuing education hours available at the time the license expires may earn the additional hours needed during the 60-day grace period. The licensee may submit the completed Renewal Form and fee but should indicate that the hours HAVE NOT been earned. After the hours are earned and proof of attendance received, the licensee shall submit an original signed statement attesting to the fact that he or she has now completed the continuing education hours required for license renewal and include the title of the event, the date(s) of the event, and the number of continuing education hours earned. **Please note:** The license must be renewed before the end of the grace period in order for the licensee to continue to practice and to avoid a late renewal penalty fee being assessed.

APPROVED SPONSORS: Continuing education credit is acceptable only if it has prior approval of American Speech-Language-Hearing Association (ASHA), Texas Speech-Language-Hearing Association (TSHA), any ASHA Sponsor, the American Academy of Audiology (AAA), Texas Academy of Audiology (TAA), the University of Texas Health Science Center at San Antonio Department of Otolaryngology – Head and Neck Surgery (UTHSC at SA), the American Medical Association (AMA), or if it meets the criteria set out in §741.162(g)-(i) of the Board Rules. Proof of attendance from any approved sponsor includes the ASHA Registry, ASHA Transcript, an original letter/form received from the ASHA Sponsor that bears a valid signature or verification, and AAA, TAA or UTHSC at SA verification or certificate of attendance form. If approved by the AMA, retain the form provided by the AMA. Unauthorized signatures or verifications are not acceptable. Course work and AMA approved events will be evaluated under §741.162(e) and (h) and must further the knowledge of speech-language pathology or audiology or enhance service delivery; prior approval is required. **Events in related areas must receive prior approval from the Board. To attend an unapproved event, the licensee must contact an independent study sponsor listed in the Board newsletter or on the Internet and receive approval.**

CALCULATION OF CONTINUING EDUCATION HOURS: Licenses that expire prior to September 1, 2004, earned continuing education hours exceeding the minimum requirement in a previous renewal period shall first be applied to the continuing education requirement for the current renewal period.

- A maximum of 20 additional clock hours may be accrued during a license period to be applied to the next two consecutive renewal periods.
- A maximum of 30 additional clock hours may be accrued by dual speech-language pathology and audiology licensees during a license period to be applied to the next two consecutive renewal periods.

Effective with licenses that expire on or after September 1, 2004, earned continuing education hours exceeding the minimum requirement in a previous renewal period shall first be applied to the continuing education requirement for the current renewal period.

- A maximum of 10 additional clock hours may be accrued during a license period to be applied to the next consecutive renewal period.
- A maximum of 15 additional clock hours may be accrued by dual speech-language pathology and audiology licensees during a license period to be applied to the next consecutive renewal period.

Hours not "used" prior to the "Available For Use Thru Date" will no longer be acceptable.

AUDIT: All licensees must acquire continuing education hours acceptable to the Board in order to renew the license.

The Board shall conduct a random audit for compliance with the continuing education requirement for licenses that expire on or after September 1, 1998. All licensees must submit the completed, signed and dated renewal form. One question asked on this form is whether the licensee did attend, participate in, or complete the continuing education requirements. DO NOT respond "yes" if you have not actually **received proof** of having earned the hours. Knowingly providing false information of any kind could be just cause for disciplinary action by the Board. **Licensees must maintain their own continuing education record** and the Board office has prepared a CE log (Record of Continuing Education Hours Earned/Used/Available/Dropped) that must be used. The instructions for completing the CE log appear on the back of the log. The log and proof of CE's must be maintained for at least three years. **Only those licensees who have been selected for audit will actually submit the verification forms to the Board office in addition to the completed, signed and dated Renewal Form, the CE log, and the renewal fee.** Interns and assistants are required to provide additional information as listed on the "STOP" form mailed with the renewal notice. If other required forms/documentation are needed, the licensee shall be notified.

NOTE: The random audit for compliance with the continuing education requirements does not apply to reactivation of an inactive license or for late renewal of a license.

CE MAINTENANCE: Board Rules (§741.161 and §741.162) requires that licensees earn continuing education hours from an approved sponsor for yearly renewal. Licensees shall maintain the CE Log (Record of Continuing Education Hours Earned/Used/Available/Dropped Form) and verification of each continuing education event for **at least three renewal periods**.

Whether or not selected for audit requires maintenance of CE's as follows:

- ❑ **Enter** the information required on the CE log by **transferring** information from the Final Listing of Continuing Education letter dated July 13, 1998 and **adding** CE's acquired since that time;
- ❑ Document CE's **"used"** for each year's renewal period;
- ❑ Document CE's **"dropped"** following each year's renewal period if the current date is beyond the "Available for Use Thru Date"; and
- ❑ **Keep proof of each continuing education event** received from the approved sponsor.

When selected for audit, a licensee must submit a copy of the above information for the last three renewal periods. A licensee who does not follow these requirements is **subject to disciplinary action by the Board**.

(NOTE: A licensee who attends an event sponsored by the Texas Speech-Language-Hearing Association shall use TSHA's name as the approved sponsor and not the name of the Course Sponsor listed on the verification form.)

LATE RENEWAL PENALTY: ***A licensee who does not renew before the expiration of the grace period must cease practicing.*** If any form, fee or documentation for license renewal is not received or is received incomplete, the license/registration will not be renewed. A late renewal penalty fee will be assessed and disciplinary action shall be initiated if the licensee continues to practice. Refer to §741.164 relating to Late Renewal of a License for information on how to renew a license following expiration of the grace period.

INACTIVE STATUS: Licensees who wish to place the license on inactive status should review §741.163 relating to Inactive Status and submit the appropriate form and fee before expiration date of the license.

***If you require the following forms or information:**

- CE log,
- approved CE sponsors, or
- CE's using university/college course work form,

you may obtain them on the Board's Internet site at: www.tdh.state.tx.us/hcqs/plc/speech.htm

STATE BOARD OF EXAMINERS FOR SPEECH-
LANGUAGE PATHOLOGY AND AUDIOLOGY

PRINT YOUR NAME: _____

RECORD OF CONTINUING EDUCATION HOURS
EARNED/USED/AVAILABLE/DROPPED FORM

COURSE TITLE	NAME OF SPONSOR CE'S APPROVED BY *	DATE HOURS EARNED	LICENSE RENEWAL PERIOD IN WHICH HOURS EARNED	DATE CREDIT EXPIRES	NUMBER OF HOURS EARNED	NUMBER OF HOURS USED PER RENEWAL	NUMBER OF HOURS DROPPED **
EXAMPLE: (Enter name of event)	(Enter name-refer to list)	6/26/95	9/1/94 - 8/31/95	8/31/97	35.0	10.0 8/95 10.0 8/96 10.0 8/97	5.0 (after 8/97 renewal)

* BOARD APPROVED SPONSORS LISTED ON INTERNET AT: WWW.TDH.STATE.TX.US/HCQS/PLC/SPEECH.HTM

** CE HOURS ARE DROPPED " IF NOT USED " BY THE DATE THE HOURS EXPIRE.

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You may use the following as a guide when completing the chart:

COURSE TITLE: Enter the title of the event you attended. It should appear on your verification form.

NAME OF SPONSOR CE'S APPROVED BY: Sponsors are listed on the Board's Internet site at WWW.TDH.STATE.TX.US/HCQS/PLC/SPEECH.HTM. Be sure you obtained the verification form from the approved sponsor not the presenter or sponsor of the event.

DATE HOURS EARNED: Enter the date you completed the course or attended the event. If the event covered more than one day, enter the last day of the event.

LICENSE RENEWAL PERIOD IN WHICH HOURS EARNED: The renewal period is a one-year period of time which ends on the same day as that of the license expiration date. To determine the renewal period in which the continuing education hours were earned, do the following:

(enter a date that is one day past the previous year's expiration date) thru (enter the expiration date of the license)

EXAMPLE: : The license expired 8/31/97; the renewal period would be 9/1/96 to 8/31/97.

ONE EXCEPTION: In the case of the holder of the initial license; the following shall apply:

(enter effective date of license) thru (enter the expiration date)

EXAMPLE: The license was issued effective 5/02/01 and expires 10/31/01; the renewal period would be 5/2/01 thru 10/31/01.

DATE CREDIT EXPIRES: This date is used to determine how long a specific course or event may be available for license renewal. Approved continuing education hours which you earn may be used for the current renewal and any excess may be applied for up to two subsequent and consecutive renewals. The oldest, first earned, continuing education hours will be used first. After three renewal periods have passed, any unused hours will no longer be available for credit for renewal; these hours are "dropped".

To determine how long the hours remain available, do the following:

You must use the renewal period in which the continuing education hours were earned. The hours will be available for that renewal and excess hours may be used for the next two renewal periods.

EXAMPLE: You earned 35 hours of continuing education on May 13, 1997. The renewal period is 9/1/96 thru 8/31/97; therefore the Date Credit Expires is 8/31/99. (You may use 10 hours for renewal on 8/31/97, 10 hours for renewal on 8/31/98 and 10 hours for renewal on 8/31/99. The balance of 5 hours will "drop" and no longer be available after 8/31/99.)

IMPORTANT NOTE CONCERNING BOARD RULE CHANGE: For licenses that expire on or after September 1, 2004, only 10 hours may be accrued.

NUMBER OF HOURS EARNED: Enter the total number of hours you actually earned. If the verification form shows CEU's instead of clock hours, convert the CEU's to clock hours and enter that number. (One CEU equals 10 clock hours.)

NUMBER OF HOURS USED PER RENEWAL: Keep a record in this column of the number of hours you "used" for a specific renewal period. It is suggested that you include the number of hours "used" and the year the hours were "used".

EXAMPLE: Use the same renewal period and number of hours earned as noted above. Enter in this column: 10 - 8/97. (You used 10 hours to renew the license that expired 8/31/97 - see first line of chart.)

NUMBER OF HOURS DROPPED: After the "Date Credit Expires" has expired, any hours not "used" will "drop" and should be entered here.

CE APPROVED SPONSORS FOR TEXAS

American Academy of Audiology

8300 Greensboro Dr Ste 750
McLean VA 22102
(800) 222-2336 ext 206
Fax: (703) 790-8631
E-mail: molek@aol.com
Internet: www.audiology.org
Contact: Meggan B. Olek

***Callier Center for Communication Disorders**

University of Texas at Dallas
1966 Inwood Rd
Dallas TX 75235
(972) 905-3003
Fax: (972) 883-3022
E-mail: linda@callier.utdallas.edu
Internet: www.callier.utdallas.edu
Contact: Linda Sensibaugh

Future Horizons

721 W Abram St
Arlington TX 76013
(800) 489-0727
Fax: (817) 277-2270
E-mail: edfuture@onramp.net
Internet: www.FutureHorizons-autism.com
Contact: Annette Vick

Internat'l Assn/Orofac Myology

c/o Franklin Sp Lang/Myofun Clin
5438 Alpha Rd
Dallas TX 75240
(972) 233-1312
Fax: (972) 701-0322
E-mail:
Internet:
Contact: Honor Franklin

Our Lady of the Lake University

411 SW 24th St
San Antonio TX 78207-4689
(210) 434-6711 ext 413/415
Fax: (210) 434-9360
E-mail: acevm@lake.ollusa.edu
Internet: www.ollusa.edu
Contact: Mary Ann Acevedo PhD

Pro-Ed Inc

8700 Shoal Creek Blvd
Austin TX 78757
(512) 451-3246
Fax: (512) 451-8542
E-mail: lsquared@mail.utexas.edu
Internet: www.proedinc.com
Contact: Lynda Miller

GN ReSound Corp

8001 Bloomington Frwy
Bloomington MN 55420
(800) 248-4327
Fax: (650) 568-1679
E-mail: tlemons@gnresound.com
lwalter@gnresound.com
Internet: www.gnresound.com
Contact: Tami Lemons/Laura Walter

***Southwest Texas State University**

Dept of Communication Disorders
San Marcos TX 78666-4616
(512) 245-2330
Fax: (512) 245-2029
E-mail: am02@swt.edu
Internet: www.health.swt.edu/cdis.html
Contact: Richard Mallard PhD

Texas Academy of Audiology

P.O. Box 5133
Austin, Texas 78763
(512) 389-2730 ext. 3310
Fax: (512) 389-2738
E-mail: janet_kreuger@starkey.com
Internet: http://www.starkey.com
Contact: Janet Krueger

***Texas Speech-Language-Hearing Association**

PO Box 119
Snyder TX 79550
(888) SAY-TSHA
Fax: (915) 573-3022
E-mail: lltspace@snydertex.com
Internet: www.txsha.org
Contact: Loretta B Lee
***For TSHA Independent Study**
Janice Stroud
9336 Springwater Dr
Dallas TX 75228
(214) 324-1773
E-mail: jstsha@aol.com
Internet: www.txsha.org

***University of Houston**

Speech-Language-Hearing Clinic
4800 Calhoun
Houston TX 77204-6611
(713) 743-2899
Fax: (713) 743-2926
E-mail: mcurl@119jetson.uh.edu
Contact: Mary R Curl

***University of North Texas**

Div of Communication Disorders
PO Box 305010
Denton TX 76203
(940) 565-2262

Fax: (940) 565-4058
E-mail: ohler@cas.unt.edu
Contact: Elizabeth Ohler

***University of Texas at Austin**

Dept of Comm Sciences and Disorders
CMA 7.214
Austin TX 78712-1089
(512) 471-4119
Fax: (512) 471-2957
E-mail: tmarquardt@uts.cc.utexas.edu
Contact: Thomas Marquardt

**The University of Texas Health Science
Center at San Antonio – Department of
Otolaryngology – Head and Neck Surgery**

7703 Floyd Curl Drive, Mail Code 777
San Antonio, Texas 78229-3900
(210) 567-5655
Fax: (210) 567-3617
E-mail: beckw@uthscsa.edu
Internet: <http://www.uthscsa.edu/oto>
Contact: William G. Beck, Ph.D.

***Independent Study Sponsors**

**IN ADDITION: American Speech-Language-
Hearing Association (ASHA) or any ASHA
Sponsor**

For the listing on the Internet, go to:
http://professional.asha.org/continuing_ed/ce_sponsors.cfm

Proof of attendance: ASHA transcript or a letter
from the ASHA sponsor signed by the contact
person listed on the web site. The letter must be
on the sponsor's letterhead or form.

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**Journal and/or Self Studies offered by ASHA  
CE Sponsors:**

**Augmentative Communication News**  
(Newsletter), Monterey CA  
(408) 649-3050  
Contact: Sarah Blackstone

**Seminars in Speech & Language and  
Seminars in Hearing for 2000**  
(303) 372-3190  
Contact: Patsy Tormey-Meredith

**Seminars in Speech & Language and  
Seminars in Hearing for 2001**  
(212) 760-0888  
Contact: Yolanda Olavarria

**Topics in Language Disorders**  
Rockville MD  
(301) 417-7500  
[www.aspenpublishers.com](http://www.aspenpublishers.com)  
Contact: Josefina de Guzman

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**CONTINUING EDUCATION - COLLEGE/UNIVERSITY COURSE WORK FORM**

**SUBSECTION 741.162 OF THE BOARD RULES SETS OUT THE REQUIREMENTS FOR CONTINUING PROFESSIONAL EDUCATION AS A CONDITION OF LICENSE RENEWAL.**

(g) University or college course work completed with a grade of at least a "C" or for credit from an accredited college or university in the areas listed in subsection (e)(1)-(3) of this section shall be approved for ten continuing education clock hours per semester hour.

(h) University or college course work or events approved by the American Medical Association in a related area as referenced in subsection (e)(4) of this section may be approved if the activity furthers the knowledge of speech-language pathology or audiology or enhances service delivery. A licensee shall contact the board office for prior approval of such events by submitting a description of the activity to the board office for review by the board's designee. In some instances additional information may be required. Partial credit may be awarded.

(m) Proof of completion of a valid continuing education experience shall include the name of the licensee, the sponsor of the event, the title and date of the event, and the number of continuing education hours earned. Unauthorized signatures or verification will not be accepted. Acceptable verification shall be:

(3) an original or certified copy of the transcript if earned under subsections (g)-(h) of this section

If you wish to submit accredited college or university course work as continuing education for license renewal, the following statement should be completed and returned to the Board office in addition to the original college/university transcript showing the course completed with a grade of "C" or above for credit. If the course work is in a related area, also submit a syllabus or description from the course catalog and a statement that shows how the course furthered the knowledge of speech-language pathology/audiology or how service delivery was enhanced.

I have successfully completed \_\_\_\_\_  
(Title of Course)  
course work in my basic/professional/related area on \_\_\_\_\_, and wish to use this credit for  
(Date Completed)  
license renewal. This transcript showing completion of at least one course is to be used for my required continuing education hours.

\_\_\_\_\_  
(Date) (Licensee's Signature) (License #)

